

CITY OF BRYAN
JOB DESCRIPTION –10003

Working title: EXECUTIVE SERVICES INTERN

Career Ladder: TEMPORARY

Level: NEGOTIABLE

Division: CITY MANAGER'S OFFICE

Department: EXECUTIVE SERVICES

SUMMARY

Performs responsible work in support of various activities for the City Manager's office and various departments throughout the city. This position will involve conducting research, collecting and analyzing data, responding to correspondence, updating web page content & content management.

EDUCATION/EXPERIENCE

Minimum Required:

High school diploma or GED.

Junior, Senior or Graduate student in a Political Science, Public Administration, Business, Economics, or related field.

SKILLS/ABILITIES

Ability to update web sites.

Ability to perform work based upon broad instructions and general supervision.

Ability to effectively communicate verbally and in writing.

Knowledge of spreadsheet and word processing applications.

Knowledge of municipal government methods.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Large-scale copy machines, computer, copier, and telephone.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.